



**City of Silverton – Parks and Recreation Task Force Committee
Regular Meeting**

Silverton City Council Chambers
421 S. Water Street

August 26, 2019 – 6:30 p.m.

AGENDA

- I. Call to Order, Pledge of Allegiance and Roll Call**
- II. Approval of Minutes** – Minutes from the meeting held on Monday, July 22, 2019
- III. Public Comment** – Items not on this Agenda
- IV. Evaluation of Scenarios and Implementation Considerations**
 - *Review updated boundary map and budget*
 - *Overview of election timeline*
 - *Motion approving final recommendation to the City Council (Tentative)*
 - *Next steps for the Parks and Recreation Task Force*
- V. Other Discussion Items**
- VI. Adjournment**

A copy of the packet and materials is available for review Monday through Friday 8:00 am to 5:00 pm in the Community Development Office at the Silverton City Hall, located at 306 South Water Street. All documents will be available on our website at www.silverton.or.us.

AMERICANS WITH DISABILITIES ACT (A.D.A.): The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City Clerk at 503-874-2216 at least 48 hours prior to the meeting.

1 CITY OF SILVERTON
 2 **PARKS AND RECREATION TASK FORCE MINUTES**

3 **Silverton City Council Chambers – 421 S. Water Street, Silverton, OR 97381**

4
 5 **July 22, 2019, 6:30 p.m.**

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 7 **I. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

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 9 Chairman Kyle Palmer called the meeting to order at 6:35 p.m. and called roll.

Present	Absent	
X		Kyle Palmer
	Excused	Dave Ullan
X		Becky Ludden
X		Brandon Lemon
X		Charles Baldwin
X		Chuck White
X		Richard Schmidt
	Excused	Colin Scott
	Excused	Ray Hunter
X		James Rise
	Absent	Ty Boland
		Vacancy

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 27 Staff Present:

28 City Manager, Christy Wurster; Public Works Director, Petra Schuetz; Community Development Director,
 29 Jason Gottgetreu; and Assistant to the City Manager/City Clerk, Angela Speier

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 31 **II. APPROVAL OF MINUTES**

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 33 Member Baldwin made a motion to approve the minutes from the meeting held on Monday, July 8, 2019.
 34 Member Rise seconded the motion. There was no discussion and the motion passed unanimously (7-0).

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 36 **III. PUBLIC COMMENT - None**

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 38 **IV. EVALUATION OF SCENARIOS AND IMPLEMENTATION CONSIDERATIONS**

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 40 City Manager Christy Wurster provided an overview of the alternatives that were presented at the July 8,
 41 2019 meeting. The Center for Public Policy at Portland State University (PSU) drafted three scenarios
 42 that were discussed by the Task Force. The first was a 6 FTE Aquatic and Recreation Special District with
 43 a permanent property tax rate of \$0.85 per 1,000 of assessed value. The current pool levy would be
 44 retired and the district would not develop new athletic fields until the pool is rebuilt. At the last meeting the
 45 Task Force said the development of a sports complex should be prioritized over rebuilding the pool,
 46 because there are still a number of years left on the pool.

47
 48 The second scenario was a 4 FTE Recreation Special District with no role in the pool. The permanent
 49 rate would be assessed at \$0.72 per \$1,000 with the continuation of the pool levy. The district would
 50 invest in land and build an athletic field complex under this scenario. The Task Force did not agree with
 51 this scenario, because the pool would still not have a permanent funding source and the combined tax
 52 rate would be greater than the \$0.85 the members felt would be supported by the community.
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1 The third option was an enhanced local option levy and the development of a foundation. The problem
2 with is scenario is that it doesn't solve the equity issue of non-Silverton residents not paying into the parks
3 and recreation system.
4

5 The Task Force directed staff to have PSU look at a 3 FTE district and limit the personnel cost to
6 \$300,000 with a permanent rate of \$0.85 per \$1,000 assessed value. The pool levy needs to be retired
7 and the district would continue to contract with the YMCA for pool operations and could contract with the
8 City for pool maintenance. Any remaining money would be utilized for the development of a capital fund
9 for property acquisition and the development of a sports complex. The members also requested
10 modification to the boundary map.
11

12 City Manager Wurster reviewed the original boundary and the tax revenue associated with that boundary
13 and the modifications the Task Force asked for at the last meeting. The expanded area would bring in
14 approximately \$13,449 in tax revenue and Scotts Mills would contribute a little over \$20,000. Tonight the
15 Task Force will need to provide direction to staff on the boundary. Each City Council for the cities that are
16 located within the proposed boundary has to pass a resolution consenting to the formation of a Parks and
17 Recreation District. She explained once that resolution goes to City Council staff will no longer be able to
18 work on the district formation and everything will get turned over to the Political Action Committee (PAC).
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20 Carl Krigbaum, 220 Olson Rd. Mr. Krigbaum said the point of a parks and recreation district is to gather
21 the community and he feels the boundary should be expanded to include the Drakes Crossing area. The
22 boundary could be the same as the boundary for the Drakes Crossing Fire District and he feels that area
23 would support a Parks and Recreation District.
24

25 City Manager Wurster reviewed a refined model that PSU drafted for the Task Force's review tonight. She
26 said they were able to bring the staffing level down to 3.5 FTE. The materials in the packet provide an
27 overview of each of the positions and a breakdown of the staffing costs. The total personnel cost is just
28 under \$300,000. She explained the budget is based on the original boundary and how much tax revenue
29 would be brought in from that area. Under this scenario the pool ownership would be transferred to the
30 district, they placed a \$1 million valuation on the property. The district would make small payments to the
31 City the first four years and then payments could increase once the district is more established. Mayor
32 Palmer asked if it was possible to drill down how much of the \$0.85 per \$1,000 would be for the cost of
33 the pool for Silverton residents. He said he could see residents feeling like they have already purchased
34 the pool and will not like the idea of the district purchasing it from the City. The other item built into this
35 model is the capital savings fund for the sports complex. The first two years the district would be setting
36 aside \$190,000 for the acquisition of property and then moving forward money would be paid on the debt
37 service. She said they are assuming the district would only need 6.5 acres of property for the complex,
38 which seems a little small. The development of the sports field complex would require the district to
39 assume a \$1.502 million loan or bond debt. Members decided the sports complex will likely need
40 approximately 15 acres.
41

42 Chairman Palmer said there is no way the district will be able to bring in \$200,000 in program fees. City
43 Manager Wurster explained that line item is something that will likely need to be modified. Staff would like
44 feedback on the number of fields and type of sports fields the Task Force members would like to see
45 developed, because that will need to be incorporated into the budget. Chairman Palmer indicated from
46 the list provided he would like to see an additional football field added. The detail regarding the land
47 purchase and/or donation also needs to be worked out before this goes to the voters.
48

49 City Manager Wurster explained part of the application that will need to be submitted to Marion County is
50 a detailed budget for the first year and the third year of operations for the district. PSU has prepared a six-
51 year budget and City staff will work with the Task Force to refine some of the numbers. Member Baldwin
52 voiced his lack of confidence in the numbers prepared by PSU and urged City staff to continue to refine
53 them.
54

55 The Task Force discussed the role between the district and the City staff in regards to maintenance
56 responsibilities. Under this scenario the City would continue to own the parks, but the district would be

1 responsible for the maintenance. The pool would be purchased by the district and they would assume all
2 operational and maintenance duties. The district could choose to contract out some of those duties.

3
4 Chairman Palmer asked about the ability to use volunteer labor if the land for the sports complex were to
5 be donated or sold to the City at a reduced rate. City Manager Wurster said she thinks the district could
6 use volunteer labor to help build the fields, but legal would likely need to take a look at it. Member Ludden
7 clarified under this scenario the City would maintain ownership of all the parks, but would not keep the
8 ownership of the pool. She expressed her concern that might cause the formation of the district to fail.
9 Members discussed the pros and cons of the district buying the pool from the City and the public
10 perception of a sale. City Manager Wurster noted in the third year the district would begin making small
11 grants to the City, School District, Friends of the District Foundation, and community partners.

12
13 Chairman Palmer asked about the \$20,000 annual payment to the School District for the maintenance of
14 athletic fields at the high school. City Manager Wurster said under this scenario the district would pay the
15 \$20,000.

16 17 **Task Force Feedback**

18 City Manager Wurster said staff would like to get feedback from the members on how they would like to
19 move forward with the proposal. Portland State will present their recommendation to City Council on
20 August 5, 2019, but that doesn't mean that Council has to approve a resolution consenting to the
21 formation of a district the same night. She asked if the group would like city staff to continue to work with
22 the Task Force in order to further develop this concept to include a more realistic budget.

23
24 Chairman Palmer said he would like to see PSU make their presentation in August and then he will tell
25 City Council the Task Force is not ready to move forward with a resolution at this time. He would like City
26 staff to fine tune the budget prior to the resolution. The members discussed the newly proposed scenario
27 with the 3.5 FTE and voiced their concerns over the \$200,000 being brought in from user fees. They also
28 discussed a phased in approach for FTE, because 3.5 people are likely not needed the first year of
29 formation. City Manager Wurster said that should be built into the model, because having only one FTE
30 the first year will result in cost savings. Once land is identified for the sports complex and the fields are
31 developed then the district could add more staff.

32
33 Member Ludden asked if the district would be eligible to receive urban renewal funds. Community
34 Development Director Jason Gottgetreu said there are parks and open space elements currently in the
35 plan, but it might take a minor amendment to add projects. The Urban Renewal District includes
36 Coolidge-McClaine Park and the pool, but no other recreational facilities.

37
38 The members discussed how the scheduling would work for school district fields that could potentially be
39 outside the proposed boundary. The district would likely have to pay an in-district and an out-of-district
40 rate to use the school district fields and would require an agreement between the two entities. The
41 members discussed the need to include at least a part-time person to assist with the scheduling and
42 coordination of the fields. The district scheduler would have to work very closely with the school district
43 employee and the school district would need to provide the oversight. Members discussed the school
44 scheduling their events and the district filling in the remaining openings for community groups. Members
45 Baldwin and White think the school district should be the organization that does the scheduling, because
46 they own the fields and it could create conflicts with two people doing the scheduling. Member White felt it
47 might be better for the district to pay the school district for part of the salary of the scheduler.

48
49 The Task Force would like to incorporate the Drakes Crossing Fire District into the boundary and remove
50 the proposed property that was presented earlier this evening. The new boundary would include the
51 Silverton Fire District and the Drakes Crossing Fire District only. Director Gottgetreu can rework the map
52 and update the Task Force on the number of voters inside the city limits versus outside the city limits. He
53 will also present the increase in property tax revenue that will be generated from this area and will figure
54 out how much an average house would pay on annual basis at \$0.85 per \$1,000 assessed value. He will
55 also highlight the larger farms in the area and provide an estimate on how much they would pay in

1 additional property taxes. Staff will also provide an update on the number of signatures that would need to
2 be gathered with the expanded area.
3

4 The Task Force reviewed the proposed budget and asked staff to adjust the following:

- 5 1. The property tax revenue due to the addition of the Drakes Crossing Fire District
- 6 2. The program fees collected are really to be determined and will be amended to \$0. The sport
7 organizations could help out in concessions and/or perform field maintenance instead of giving
8 the district a portion of their program fees.
- 9 3. Concession revenue should be at \$0 for the first six years, because it will be a pretty small
10 number and there won't be any revenue until the sports complex is built.
- 11 4. Use a phased approach for staffing.
- 12 5. The irrigation and field maintenance expenditures.
- 13 6. The expenditure for an office building lease is at almost \$20,000 which seems high for the first
14 year for one employee.
- 15 7. All the office equipment expenses, computer software, utilities, travel, training, membership dues
16 and education will be further analyzed.
- 17 8. Staff will research additional revenue sources for special districts.
- 18 9. The program and user fees generated at the pool.

19
20 The members discussed having the City continue their ownership of the pool, because it would keep the
21 message to the voters simpler and allow the district to focus on the sports field and trail development the
22 first few years. The district could always purchase the pool from the City at a later date. City Manager
23 Wurster said this will be a policy question for the City Council regarding what they would like to see
24 happen with the asset and could be part of the discussion at the August meeting.
25

26 Member Rise requested an overview of the election process and timeline at the next meeting on August
27 26, 2019.
28

29 **V. OTHER DISCUSSION ITEMS – None**

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31 **VI. ADJOURNMENT**

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33 Member White made a motion to adjourn. Member Ludden seconded the motion and Chairman Palmer
34 adjourned the meeting at 8:42 p.m.
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36 Respectfully submitted by:
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39 /s/Angela Speier, Assistant to the City Manager/City Clerk